Note: New functionality has been released that allows Managers to create and assign a custom schedule based on a pattern. As an employee, if you are requesting a work schedule change and your schedule is not listed as a Work Schedule Calendar you can ask your manager to create and assign a custom schedule. See page 2 for manager instructions.

CHANGING YOUR OWN WORK SCHEDULE

1. Go to the Search Bar and search for Request Work Schedule

2. Type in the requested **Start Date**, make sure it is the start of a new pay period.

3. Click in the white box next to **Work Schedule Calendar.** Searching by **Group** will be easiest.

4. After you select the correct **Work Schedule Calendar** you will select **Ok** at the bottom of the screen.

CHANGING A TEAM MEMBER'S SCHEDULE AS A MANAGER

1. Go to the Search Bar and search for Assign Work Schedule. (You can also find a link in the Team Time app).
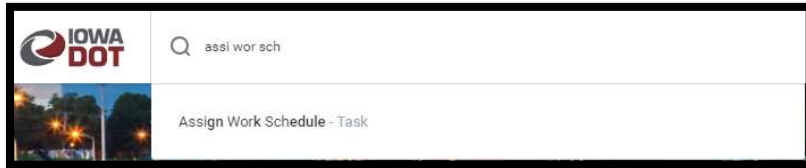
2. Type in the **Name** of the worker you are changing

3. Enter the **Start Date,** making sure it is the beginning of a pay period.

4. (Optional) Enter the **End Date** you want the schedule to expire and revert back to the original schedule. Leave blank if this is a permanent change.

5. Choose which option you want the schedule pattern to start with before editing.

   a. **Current Schedule:** The schedule assigned to the employee today.

   b. **Blank Schedule**: Blank schedule pattern to start from scratch.

   c. **Another Worker's Schedule:** Use an existing schedule pattern from another team member by searching for a worker.

   d. **Work Schedule Calendar:** Predefined work schedules set up in Workday.

6. After you select a starting work schedule you can preview the schedule you are copying from the schedule assignment history for the employee then click **Ok** at the bottom of the screen.

7. From the next screen using the + and - buttons, determine how many weeks you want the pattern to be based on. You can build a pattern on more than one week, so if an employee works one schedule the first week of the pay period, then a different schedule the second week you will want to have two rows in the pattern. The pattern will start with row 1 based on the week of the start date you entered and repeat after the bottom week of the pattern. You can change the order of the lines using the arrow buttons in the Order column.

8. Once you have the appropriate rows, you can edit the start and end time, as well as meal break time for each day by clicking the **Pattern Details** button. The total hours for the day will calculate based on these in/out meal times.

9. Edit the grid with the appropriate times then click Done.

10. Verify the Weekly Hours total equals 40 for an hourly employee, or the total of the weekly hours equals 80 for a salary employee with a pattern than spans two weeks. Click **OK**.